

Student Volunteer Coordinator Application

Name: _____ *Student ID/Social Security Number: _____ - _____ - _____
Last First MI

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Telephone Number: _____ Cell Number: _____

Primary Campus Attending (minimum 50% of classes): _____

FSCJ Cumulative GPA: _____ Anticipated Graduation Date: _____

Major: _____

Qualifications:

- Minimum Cumulative 2.5 GPA and maintain 2.0 GPA
- Must complete financial aid process, including current FASFA
- Complete an EFT enrollment form with the college Business Office
- History of involvement in volunteer and campus activities (college or high school)
- Ability to devote a minimum of 15 office hours per week (with flexibility as needed)
- Must be enrolled in a minimum of 9 credit hours
- Basic Computer skills, telephone skills and good customer service skills
- Public Speaking ability or strong potential (for small group presentations)

Duties:

- | | |
|---|--|
| A. Research and be knowledgeable of current volunteer opportunities for FSCJ students. | G. Create flyers and posters for volunteer opportunities. |
| B. Head one major Volunteer Project per month for FSCJ students to assist in the community. | H. Update information on volunteer bulletin board. |
| C. Develop ways of reaching and creating interests in students to participate in volunteer opportunities. | I. Record student Volunteer Hours. |
| D. Assist with creating and implement service learning projects. | J. Be knowledgeable of campus activities and events. |
| E. Assist students with finding volunteer and service learning opportunities. | K. Attend SGA meetings and provide volunteer update at these meetings. |
| F. Record student volunteer and service learning hours and reflection feedback. | L. Other duties as assigned, such as assisting with large tours and assisting with set up and break down of campus events such as concerts and performances. |

List any positions of leadership/ responsibility that you've held in the past (including high school or college clubs and organizations.)

Briefly describe what qualities would make a good Student Volunteer Coordinator:

Please submit this application with two letters of recommendation to Elise Horowitz, Student Learning Specialist, G-149. If you have questions, she may be reached at (904) 381-3584 or ehorowit@fscj.edu.

*Collection and Use of Social Security Numbers <http://www.fscj.edu/ssn>

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